City of Alexandria, Virginia
Commission on Information Technology

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MINUTES

September 13, 2010 Meeting

Meeting called to order at 7:15 PM

Members present: Nina Baliga, Dan Brooks (Vice Chairman), Steve Cooper, Catherine Hogan, Kostas Liopiros (Chairman), Page Moon, Deb Roepke (for Del Pepper), Lynda Rudd (Secretary)

Excused: Alicia Hughes, Helen Morris

Absent: Philip Acosta, Marie Schuler

City Staff Present: Tom Trobridge, Suellen Savukas

Approval of Minutes

Edits were proposed to the draft minutes for the August 9, 2010 meeting and the revised minutes were approved unanimously.

Commission Rules and Procedures

Dan Brooks proposed Administrative Procedures regarding establishment of a quorum for Commission meetings. The procedures are based on City Code Sec. 2-4-5 and Roberts Rules of Order." The Commission approved the procedures for the conduct of Commission meetings.

Recommendation on Commission Vacancy

Dan Brooks, Chair of the Recruitment Committee, and Deb Roepke reviewed the applications for two of the current vacancies on the Commission: one (1) Higher Education member and one (1) Citizen-At-Large member.

Broadband Initiative

Kostas Liopiros proposed several edits to the broadband memorandum. As suggested at the last meeting, this included a list of potential tasks for the Commission.   The Commission approved the memorandum as amended. Dan Brooks also recommended

that editorial privileges be granted to the Chair to coordinate the memorandum with City staff.

Kostas Liopiros asked Catherine Hogan to assume leadership of the tasks regarding survey data and the availability of broadband.

Cable Public/Private Partnerships

Item was not discussed due to absence of Marie Schuler.

Commission Web Site

Dan Brooks reviewed the status of the Commission's web site. Tom Trobridge, Director of Information Technology Services (ITS), stated that ITS would provide space and support for a revamped and expanded Commission web site. Several members questioned if the City would permit the Commission to perform extensive changes to the present web page. Commissioners agreed to review the status of the web site at the November 8, 2010 meeting.

Annual Report

Kostas Liopiros presented the Commission's Annual Report for FY2010, which includes the Commission's specific goals for the coming year FY2011. Several edits were incorporated and the report was unanimously approved as amended.

Kostas Liopiros then discussed how the development of an IT vision and IT strategic goals can be used to provide linkage between the City's Strategic Plan and all IT plans and activities in the City. The IT Vision and strategic goals should be validated by City Council.

Kostas Liopiros asked Steve Cooper to assume leadership of the development of an IT Vision and IT strategic goals.

Linking the IT Plan with the City's Strategic Plan

Suellen Savukas, Project Management Division Chief, Information Technology Services, described her discussions with City agencies and departments in preparation for putting together the IT Plan.

Steve Cooper will also work with the City's ITS staff regarding linking the IT Plan with the City Council's Strategic Plan.

IT Plan Process and Schedule

Tom Trobridge outlined the process and general schedule for developing the City Manager's IT Plan. Specific dates are not yet available. ITS submits its initial report to

the City Manager at the end of October or the first week in November. The City Manager presents the City's IT (and ACPS's) Plan to the City Council in February. The City Council approves the budget in the first week of May.

The beginning of the planning process is the City Council's annual retreat, which is open to the public. The annual retreat this year will be held in October and Tom encouraged all Commission members to attend.

<u>Schedule for Next Meeting</u>

The next meeting of the Commission will be held on October 18, 2010. Agenda items will include the Broadband Initiative, ACPS's proposed survey on broadband usage and development of an IT vision and strategic goals.

Meeting adjourned at 9:15pm.